

# GENESEE DISTRICT LIBRARY

## BY-LAWS

Revised: September 24, 1992

Genesee District Library Board  
By-Laws

I. Purpose

Pursuant to the laws of the State of Michigan (Public Act #24 of 1989) the Genesee District Library Board shall be the governing body of the Genesee District Library. Its duties shall be:

- A. Establish and maintain a public library for the Genesee District.
- B. Establish policies by which the District Library shall be administered.
- C. Employ a Library Director who will be administratively responsible for executing the policies of the Library Board and for directing all phases of operation of the District Library.
- D. Receive, invest, appropriate and approve the expenditures of all money that it shall be legally entitled to receive. Approve an annual audit conducted by a Certified Public Accountant (C.P.A.)
- E. Enter into contracts which affect the execution of the Library Board's responsibilities.
- F. Purchase, lease and/or erect buildings, quarters and sites and to have control of all library property.

II. Membership

The Genesee District Library Board shall consist of eight members, four of which shall be appointed by the Genesee County Board of Commissioners and four of which shall be appointed by the Grand Blanc Township Board.

- A. The Genesee County Board of Commissioners and the Grand Blanc Township Board each shall appoint two members for a four year term beginning on September 1 of odd numbered years.
- B. Library Board members shall continue to serve until they are either reappointed or until their replacements are appointed.
- C. Library Board members shall attend all monthly and special board meetings and/or notify the director or chairperson of their absence. In the event that a Board member has three consecutive absences from regular or special board meetings, the appointing Board (either the Genesee County Board of Commissioners or the Grand Blanc Township Board), may be notified, by the Genesee District Library Board, of the Board members violation of the By-Laws and a request may be made to withdraw the appointment and appoint another individual.

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III. Officers

Officers of the Genesee District Library Board shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.

A. Duties

1. The Chairperson shall preside at all meetings, appoint all committees, and generally perform the duties of a presiding officer. The chairperson shall also represent the Library Board at all official functions necessitating a Library Board representative, unless this duty shall be otherwise delegated by the Chairperson.
2. The Vice Chairperson shall chair Library Board meetings and perform the duties of the Chairperson in the absence of the Chairperson.
3. The Secretary shall assure the maintenance of a true and accurate record and account of all Library Board proceedings. The Secretary shall be responsible for notifying appointing bodies of any vacancies of the Library Board and shall transmit all official correspondence of the Library Board.
4. The Treasurer shall assure the receipt, investment, payment and audit of all funds which the Library Board is legally entitled to receive and expend.

B. Term of Office

1. Officers shall be elected for a one year term annually at the first meeting of the Library Board in September of even years or after appointments in odd years.
2. Upon the resignation of a Library Board Officer or inability to fulfill the duties of an officer, the Library Board shall elect an officer to fill the unexpired term of that Board Officer.

IV. Committees

- A. Ad hoc Committees of the Genesee District Library Board shall be appointed by the Library Board Chairperson and shall exist until their specified purpose is completed.
- B. The Library Board Chairperson may serve as an ex-officio member of all Library Board committees. The Library Director shall serve as resource person to all Library Board Committees.
- C. The committees of the Board shall consist of three standing committees: personnel, finance and marketing.

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- D. As follows all committees of the Board shall consist of no more than three Board members. Except as otherwise provided herein, a committee shall convene on the call of its chairperson. A majority of the members of the committee present shall constitute a quorum for transaction of business at any meeting of the committee. The members and chairperson of each standing committee herein provided shall be appointed at the annual meeting of the Board. The vote of a majority of the members of a committee present at a meeting at which a quorum is present shall constitute the action of the committee. The following standing committees shall have the powers and responsibilities as prescribed.
1. Personnel Committee – The committee shall review periodically current and long-range personnel requirements for the effective administration of the Library's programs and administration of the Library's programs and develop plans for effective utilization of the staff in connection with such administration, and the committee shall make appropriate recommendations to the Board with respect thereto.
  2. Finance Committee – The committee shall review the budgets and accounts and make recommendations to the Board with respect thereto.
  3. Marketing Committee – The committee shall review the public relations aspects of the library, assist the administration in the preparation to prepare, manage and implement a marketing plan for the library.

V. Meetings

- A. A regular meeting of the Library Board shall be held monthly on the third Monday at 5:00 p.m.

An agenda for meetings shall be established by the Library Board Chairperson and the Library Director, and shall be mailed to all Library Board members at least five days before the meeting.

Public comments will be limited to 10 minutes per person or group and 60 minutes per subject, if possible.

- B. Special meetings of the Library Board may be called by the Chairperson or upon written request of four members to the presiding officer with a copy to the Director for the transaction of business stated in the call of the meeting. A notice of all special meetings shall be posted at District Library Headquarters.
- C. Library Board members and Genesee County media shall be notified by the Library Director at least five days before all meetings.

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- D. Each Board member is responsible for notifying the director if unable to attend the meeting by no later than 10:00 a.m. on the day of the Board meeting.

VI. Quorum and Resolution Adoption

- A. A quorum for the transaction of Genesee District Library Board business shall consist of five members of the Library Board.
- B. Adoption of all resolutions and business shall require the affirmative vote of five members of the Library Board.

VII. Order of Business for Regular Meetings

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Minutes
- E. Correspondence
- F. Board Reports
- G. Library Reports
- H. Old Business
- I. New Business
- J. Board Comments or Requests for Information
- K. Adjournment

VIII. Parliamentary Authority

Rules contained in Robert Rules of Order, latest edition, shall govern the proceedings of the Library Board in all cases not inconsistent with these By-Laws or Michigan State Statutes.

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IX. Amendments

- A. These By-Laws may be amended at any meeting of the Library Board provided the amendment was stated in the call for the meeting, and the text of the amendment was mailed to all Library Board members at least five days before the meeting.
- B. All amendments to these By-Laws must be approved by a quorum of the Library Board as set forth in these By-Laws.

Adopted: February 20, 1980  
Revised: October 20, 1982; January 27, 1986; November 29, 1989

These by-laws were amended at the September 21, 1992 board meeting.